

APPENDIX I

PROCEDURES FOR TRANSPORTING GOVERNMENT-OWNED AMMUNITION AND HAZARDOUS MATERIALS (HAZMAT) ABOARD COMMERCIAL AIRCRAFT IN SCHEDULED AND CHARTER SERVICE

1. This Appendix applies to movement of government-owned individual carry-on weapons, ammunition, and HAZMAT aboard commercial aircraft in scheduled and chartered service. Movement procedures to be followed for military aircraft are contained in Air Force Interservice Manual (AFMAN) 24-204(I), Technical Manual (TM) 38-250, Marine Corps Order (MCO) P4030.19H, Naval Supply (NAVSUP) Pub 505, and Defense Logistics Agency Instruction (DLAI) 4145.3, Preparing Hazardous Materials for Military Air Shipments. No passenger will be permitted to hand-carry weapons, ammunition and/or compressed gases to, from, or aboard commercial aircraft except as provided in this Paragraph and as prescribed in individual Services' directives.

a. No passenger will be permitted to transport weapons, ammunition and/or other HAZMAT to, from, or aboard commercial aircraft except as provided in this Paragraph and as prescribed in individual Services' directives.

b. When concurrent shipment of personnel and their weapons, ammunition, and/or HAZMAT is determined by the responsible commander, the following notifications will be made:

(1) For scheduled service, the transportation officer (TO) will contact the carrier to determine company policy regarding transport of weapons, associated ammunition, and HAZMAT.

(2) For charter service, identify on DD Form 1249, SAAM or JCS Exercise Airlift Request, (Figure I-1) and from Appendix B, the requirement to transport weapons, associated ammunition, and other HAZMAT.

SAAM OR JCS EXERCISE – AIRLIFT REQUEST										
<p>AUTHORITY: 10 U.S.C.. 8012</p> <p>PRINCIPAL PURPOSE(S): Your home phone number is required in order that contact can be made during off-duty hours.</p> <p>ROUTINE USES: Your home phone number will be used to obtain information regarding the mission or to advise you of unexpected changes to previous arrangements.</p> <p>DISCLOSURE IS VOLUNTARY: The requirement for your home phone number is voluntary. IMPACT IF NOT FURNISHED: The airlift mission could be delayed and additional cost incurred.</p>										
OVERALL SECURITY CLASSIFICATION			DATE (YYYYMMDD)		NAME OF VALIDATOR (Last, First, M.I.)			OFFICE SYMBOL		
SAAM NUMBER		PRIORITY		UNIT PROJECT NAME OR NICKNAME						
EXERCISE NAME			PRIORITY		UNIT					
ONLOAD TO OFFLOAD										
R	LINE	NUMBER	POE		POD		PAX	BAG	CGO-ST	CUBE
TIMING										
R	LINE	NUMBER	AVAILABILTIY	PICKUP		EAD	LAD			
AIRCRAFT MISSION REQUIREMENTS										
R	LINE	NUMBER	NO. TYPE ACFT	CONFIGURATION		MISSION SUPPORT REQUIREMENTS				
COMMODITY DESCRIPTION - ONE										
R	LINE	NUMBER	DESCRIPTION	QTY	WEIGHT	CUBE	DIMENSIONS	NEW	RS	
COMMODITY HAZARDOUS - TWO										
R	LINE	NUMBER	HAZARDOUS PARA	HAZARDOUS SHIPPING NAME						
CONTACTS										
R	TYPE	LOCATION	NAME		DUTY PHONE		HOME PHONE			
BILLING INSTRUCTIONS										
REMARKS										

DD Form 1249, JUL 81 (EG)

PREVIOUS EDITION IS OBSOLETE

Designed using Perform Pro, WHS/DIOR, Dec 94

Figure I-1. DD Form 1249, SAAM or JCS Exercise – Airlift Request

2. Standard Methods for Movement of Carry-On Individual Weapons on Scheduled Service.

a. Weapons Stowage. All weapons must be stowed in the baggage compartment and must be assembled, unloaded, and containerized IAW airline procedures. Mission permitting, consider removing the bolt and placing in a separate container with checked baggage.

b. Unit commanders or their designated representatives will coordinate in advance with carrier station managers or charter representatives to arrange for continued observation of weapon containers through baggage handling stages during loading or unloading at origin/destination or transfer point.

c. All members will be briefed to cooperate with commercial airline representatives concerning weapons carried in the checked baggage and;

(1) The passenger must declare to the air carrier, either orally or in writing before checking the baggage, that the firearm carried in the baggage is unloaded;

(2) The carrier will not accept weapons as checked baggage unless packed in a suitable locked/secured container, i.e., suitcase, gun case, etc. Individually ticketed passengers must check with the airline representative, in advance, to determine the type of container required by that carrier when carrying weapons (e.g., soft-sided suitcase or a hard-sided container);

(3) When the firearm is other than a shotgun, rifle, or other firearm normally fired from the shoulder position, ensure the baggage in which it is carried is locked, and only the passenger checking the baggage retains the key or combination; and

(4) The baggage containing the firearm is carried in an area, other than the flight crew compartment, that is inaccessible to passengers.

3. Standard Methods for Movement of Individual Weapons on Charter Service. Unloaded weapons are allowed in the passenger compartment of the aircraft only when the total cabin load of the aircraft consists exclusively of Department of Defense (DOD)-sponsored forces, and supporting training exercises or contingency operations and when authorized in the Operations Plan or mission directive.

a. Weapons stowed in the baggage compartment must be assembled, unloaded, and containerized.

b. Crew-serviced weapons (M-60, 50 Cal, etc.) must be transported in the baggage compartment.

c. Weapons (shoulder fired and side arm) carried in the passenger compartment must have:

(1) The assembled weapon must either have the bolt removed and placed in a plastic bag or wrap or other suitable protective cover and stored in the individual's rucksack/Alice pack prior to aircraft boarding (units may use a bolt box or any other type container), or;

(2) The bolt locked in proper position to allow visual inspection. The weapon safety switch must be in the safe position. For M-16 weapons, an inserted flag safety stick may be used to lock the bolt in proper position and allow visual inspection. If flag safety sticks are not available, provisions of Paragraph 2.c.(2) above applies. Lock the bolt out of the chamber and assure that weapon is unloaded; or

(3) The magazine removed.

(4) The bayonet must be separated from the weapon.

d. Armed couriers will notify the aircrew and surrender their weapon and ammunition if directed. Official orders must include authorization for carriage of a weapon. Include use of armed couriers on DD Form 1249. See DODD 5210.56, Use of Deadly Force and the Carrying of Firearms by DOD Personnel Engaged in Law Enforcement and Security Duties for further guidance.

e. Handling and stowage of hand-carried weapons.

(1) An officer or senior ranking enlisted member of the group will be designated as troop commander in charge of each aircraft transporting troops. There will only be one troop commander per aircraft. This individual is responsible for ensuring 100 percent compliance with military regulations and providing a single point of contact and liaison with the senior flight attendant. The troop commander will designate individuals to observe the loading of baggage and troops as necessary. The troop commander will also ensure hand-carried baggage contains no hazardous or prohibited items. This will be accomplished by the unit commander or designated representative(s) through a physical examination of 100 percent of the contents of all hand-carried baggage.

(2) Prior to boarding, all troops with weapons will be instructed by the troop commander to use extreme care when carrying their weapons to their seat so they do not puncture aircraft components such as windows, wall coverings, overhead racks, seat backs, cushions, etc.

(3) During boarding, one person will be positioned at the bottom of the steps to control passenger flow and double check carry-on equipment. This individual will ensure each weapon carried on board has the bolt removed, and either has a flag safety stick inserted or is in the proper locked position (See Paragraphs 3.a, b, and c above), that no round is positioned in the chamber, and an ammunition clip/magazine is not affixed to the weapon. One person will be positioned at the head of each aisle (two for wide-body aircraft) to direct troops. If necessary, another person may be positioned along the aisle to direct seating.

(4) The weapons will be placed flat on the floor of the aircraft under the seats in front of them. Passengers sitting in bulkhead seats will stow weapons under their seats or place them in a cabin storage area approved by the flight attendant.

4. Determination of Method to be used in the Movement of Individual Weapons. The responsible commander determines the method of movement. In making this judgment, the commander will select that method which affords maximum security and safety without jeopardizing mission accomplishment. This determination, together with other transportation

requirements, will be furnished to the Commander, Air Mobility Command (AMC), or the TO, who will notify the carrier.

5. Ammunition and other HAZMAT transported on HAZMAT-approved Commercial Charter Aircraft.

a. Ammunition. When concurrent shipment of small arms ammunition in the baggage compartment of commercial aircraft transporting troops is determined mission essential by the responsible commander, the requirement furnished to Headquarters, AMC will specify by type and quantity of any weapons, ammunition, or other hazardous items that will be moved and whether they will be hand-carried or packaged as impedimenta. Specify "NONE" if no hazardous items will be moved. If military impedimenta or hazardous items will move in freight service, Continental United States (CONUS), or export, see freight provisions.

b. Ammunition for individual weapons, explosives, and any other HAZMAT may not be hand-carried into the passenger compartment. Ammunition and other HAZMAT will not be placed in checked baggage.

c. Ammunition and other HAZMAT must be properly packaged, marked, and labeled.

NOTE: HAZMAT, other than small arms ammunition, permitted to be carried or placed in checked baggage by passenger IAW 49 CFR, Part 175 are excepted.

d. TO's must contact the commercial carrier(s) being used to determine the carrier's policy regarding the number of packages accepted and allowable weight, since there are wide variances in carrier's tariffs and rules.

(1) Other HAZMAT must be packaged as specified in 49 CFR, Part 173, Shippers--General Requirements for Shipments and Packagings for the specific commodity.

(2) Packaging must be marked and labeled to identify contents as prescribed by 49 CFR, Part 172, Subpart D Marking and Subpart E Labeling.

e. Quantity per package limits must not exceed 49 CFR, Part 172.101 Purpose and Use of Hazardous Materials Table, Column 9A. (Items listed as "Forbidden" in Column 9A will not be transported).

f. No more than 25 Kg net weight of any HAZMAT authorized to be transported on a passenger aircraft and in addition, only 75 Kg net weight of Class 2.2 (Non-flammable Gas) is permitted in an inaccessible cargo compartment. These quantity limits do not apply to ORM-D (or consumer commodities), Class 9 (Miscellaneous), and Class 7 (Radioactive). Note: Oxygen cylinders must be packaged in containers meeting performance criteria of Air Transport Association Specification 300 for Type I shipping containers.

6. Shipper's Declaration for Dangerous Goods must be completed for the HAZMAT transported as cargo. If AFJMAN 24-204/TM 38-250/MCO P4030.19G/NAVSUP Pub 505/DLAI 4145.3 is used as the certification document, the following statement must appear on

the cargo manifest, “Type and Quantity of Hazardous Materials Conforms to 49 CFR, 172.101 and Part 175, Carriage by Aircraft, for Passenger Aircraft”.

7. Inspection of Baggage, Hazardous or Prohibited Items. Federal law prohibits carriage of HAZMAT aboard passenger equipment or in passenger baggage (49 CFR). Violations of the law may result in criminal or civil action and/or disciplinary action according to the Uniform Code of Military Justice. To prevent unauthorized transport of hazardous or prohibited material, the troop commander will be responsible for conducting an inspection of personnel and their checked or stowed baggage and carry-on items to verify that no hazardous items are present. This inspection will be conducted, whenever possible, at the military installation prior to departure, to avoid delays and congestion in passenger terminal areas. One or more members of the group may be appointed to assist in the inspection. Hazardous items found will be turned over to either a civil or military law enforcement officer or explosive disposal personnel. Examples of hazardous or prohibited material which may not be moved in either checked or carry-on baggage include, but are not limited to, the following: black powder, blasting caps, caustic or corrosive materials, detonating fuses, dynamite, explosive projectiles, flares, flammable material, grenades, grenade simulators, poisons, smoke bombs, tear gas, unauthorized ammunition (See Paragraph 1.a), or any other explosive, incendiary devices, or combustible materials. Tables of HAZMAT are in 49 CFR, Part 172.101.

8. Inspection and Certification. When movement is on commercial aircraft in charter service, the troop commander or group leader must certify on the passenger manifest that this inspection was made and baggage was checked. The following statement will be entered on the last page of the manifest (or the reverse) by the troop commander:

“I certify that no unauthorized weapons or ammunition, explosive devices, or other prohibited items have been found in the possession, to include carry-on or stowed baggage of those personnel for whom I am the designated troop commander or group leader. All personnel have been made aware of the penalties for violation under 49 CFR”.

Date

Printed Name and Grade

Signature

a. In the absence of a passenger manifest, the inspection will be documented by the troop commander either by hand writing or typing on paper and given to the aircraft captain or other carrier representative on the scene.

b. The troop commander will designate individuals to observe the loading of baggage and troops as necessary. The troop commander will also ensure hand-carried baggage contains no hazardous or prohibited items. This will be accomplished by the unit commander or designated representative(s) through a physical examination of 100 percent of the contents of all hand-carried baggage.

APPENDIX J

FORECASTING PASSENGER AIR MOBILITY COMMAND (AMC) **AIRLIFT REQUIREMENTS**

1. AMC channel service is provided to Department of Defense (DOD) activities worldwide. This service is performed between Continental United States (CONUS) and overseas theaters, between overseas theaters, and within an overseas theater. Channels are established, suspended, or canceled based on the Commanders in Chief (CINCs) and Service requirements (validated) to the United States Transportation Command (USTRANSCOM)/Mobility Control Center (MCC) for approval. Two types of channels are available: requirement channels and frequency channels.

a. Requirements channels operate on a recurring basis with schedules determined by the amount of traffic generated and considering efficient use of aircraft.

b. Frequency channels operate on an established frequency schedule (e.g., once per week) independent of traffic generated. These channels may be requested on the basis of operational necessity as follows:

(1) For support of a mission sensitive area, e.g., safe movement of classified material, Military Grant Aid Program support, and national interest.

(2) For morale purposes to remote areas, i.e., for movement of mail, personnel on leave, subsistence, etc.

(3) Where alternative transportation is not available.

(4) There is potential for inefficient use of airlift on this type channel and requesters must ensure the service is essential and a bill payer/co-validator has been identified.

2. DOD Components forecast passenger requirements to USTRANSCOM/MCC as follows:

a. USTRANSCOM/MCC normally calls for forecasts once a year by 15 September.

b. DOD Components are responsible for establishing procedures within their organization in accordance with this regulation, Part II, Cargo Movement, Appendix W, Paragraph C, Submission Requirements. This includes identifying an office of primary responsibility for forecasting, assessing future organizational changes which impact passenger movement, providing timely inputs, and updating inputs when significant changes occur.

c. Forecasts are due to USTRANSCOM/MCC not later than 15 November each year and will identify requirements for movement between locations served by approved AMC channels. USTRANSCOM/MCC will provide CINC's and Services with a copy of the AMC Sequence Listing for Channel Traffic to identify current validated channels for forecasting.

d. Projected requirements for the next fiscal year (FY) plus one and two (e.g., in August 2002, forecast for FY 05/06). These forecasts are used primarily for financial programming purposes. Next FY plus one and two must be as accurate as possible as these forecasts are used for scheduling airlift and taking commercial contracting actions for the commercial fixed buy program.

APPENDIX K

ESTABLISHING, CHANGING, SUSPENDING, AND CANCELING AIR MOBILITY COMMAND (AMC) CHANNELS

1. Requests to establish or change AMC channels must include:
 - a. Type of channel service required:
 - (1) Frequency or requirements channel.
 - (2) Passenger, cargo, or mixed passenger and cargo.
 - b. Required outside Continental United States (OCONUS) destination. Include recommended Continental United States origin, enroute stops or combinations with other channels, and any known host-nation restrictions at destination (e.g., no arrivals or departures permitted on certain days/hours).
 - c. Reason why AMC service is required, or why existing commercial service will not satisfy the requirement. (For changes, the reason why existing channel service requires change).
 - d. For requirements channels, estimated monthly movement requirements (number of Department of Defense (DOD)-sponsored passengers and/or tons of cargo).
 - e. For frequency channels, desired frequency (e.g., weekly, bi-weekly, twice a month, monthly).
 - f. Required date to start or change service.
2. Unified Theater Commanders-in-Chief (CINCs)/Service Headquarters (HQ) responsibilities:
 - a. Originator of request (normally an OCONUS CINC) will send the request:

TO: United States Transportation Command (USTRANSCOM)
ATTN: TCJ3/4
INFO: AMC/TACC/XOG

Headquarters (HQ) of the Service(s) primarily affected by the new or changed Channel

Other affected DOD agencies (e.g., Defense Logistics Agency for cargo channels).
 - b. If the channel request originates below OCONUS CINC level, it will be sent to the CINC before being routed to USTRANSCOM, AMC, and Services HQ. The CINC will ensure prior coordination with other DOD component users of the channel. Except in contingency situations, if USTRANSCOM receives a new channel request, or a request to change existing channels, from other than the OCONUS CINC, the request will be returned to the CINC for validation before further action.

c. A CINC who validates a channel must propose a Service or its OCONUS Component as co-validator.

(1) For a frequency channel, the co-validator is the bill payer for the underutilization charges that may result from operating the channel at that frequency.

(2) For a requirements channel, the co-validator is the Service or other DOD component with primary interest in the operation of that channel. Both are referred to as the co-validator below.

3. USTRANSCOM responsibilities:

a. For frequency channels, ensure that:

(1) New channels are formally coordinated with the co-validator--the Service or its overseas Component who is identified or proposed as the validator (bill payer) for the channel.

(2) Changes in existing channels are formally coordinated with the co-validator.

b. For requirements, cargo and passenger, ensure that channel changes are formally coordinated with all Services with a significant presence in the overseas command or area affected, even if the Service is not the dominant user or the channel co-validator.

c. For all channels, the AMC estimate will include:

(1) Proposed operating concept.

(2) Adequacy of support resources at proposed ports of embarkation and debarkation.

(3) Diplomatic, political, and country clearance considerations.

(4) Impact on existing AMC channel structure.

(5) Impact on Transportation Working Capital Funds (TWCF) to include: cost-to-revenue expectations based on forecasted movements and comments relating to the TWCF deficit when aircraft allowable cabin load (ACL) standards are not obtained.

d. For frequency channels, ensure that AMC provides both the CINC and the co-validator an initial estimate of potential underutilization costs.

(1) AMC will usually provide the estimate within 30 days of the CINC's request.

(2) Estimate will be based on the movement requirement in the channel request (Paragraph 1. d above), compared to estimated cost of operating that channel. AMC will develop the appropriate tariff rate.

(3) While service may begin before the estimate has been completed, the channel will not be considered as validated until AMC provides both the validator and co-validator this estimate.

AMC should provide proposals for changing the frequency or routing to eliminate or reduce underutilization costs.

e. Actual frequency channel underutilization charges are billed months after the beginning of the fiscal year, or the beginning of new service. Therefore, particularly in the case of new channels, USTRANSCOM will ensure that AMC notifies, in a timely manner, the CINC and the co-validator of significant differences between monthly movements and the request (Paragraph 1. d above) on which the cost estimate was based. In addition, USTRANSCOM will ensure that AMC notifies, in a timely manner, the CINC and the co-validator of changes in actual movements on existing channels that are significant enough, if trend continues, to result in underutilization costs on channels that were not previously underutilized.

4. Co-validator responsibilities:

a. For frequency channels, identify the specific bill payer for under-utilization costs; include billing address. Notify USTRANSCOM and HQ AMC of any change in bill payer or billing address. If channel service begins without prior agreement on costs, notify USTRANSCOM and HQ AMC if cost estimate (Paragraph 3. d above) has not been received within 30 days after service begins.

b. For all channels, review utilization data provided by AMC and propose changes in type or frequency of service.

5. Requests to suspend or cancel an AMC channel normally will not require such formal or extensive coordination.

a. At a minimum, the request must originate from the OCONUS CINC.

b. If the channel being suspended or canceled is part of an AMC route that serves other channels (e.g., a mission servicing two frequency channels, or both Central Command and European Command areas of responsibility), USTRANSCOM will treat the request as a channel change, for the purpose of identifying to the validator and co-validator the potential impact on underutilization costs.

c. In either case, an information copy of the request will be provided to all Services HQs.

6. Action on channel request: USTRANSCOM will respond to the requesting CINC, the co-validator, and all other interested parties (Service HQ, other affected CINCs, other DOD agencies), indicating approval, disapproval, or modification of the channel request. If the request is approved, or modified, USTRANSCOM response will include:

a. TWCF cost-to-revenue expectations.

b. Proposed alternatives, with rationale.

c. Instruction to HQ AMC TACC/XOG to take action to start/change channel operation and make publication changes.

7. USTRANSCOM and AMC play an important role in channel management. Required actions include:

a. Upon approval of a channel, AMC will develop and forward proposed tariff rates for the approved channel to USTRANSCOM/TCJ8 for subsequent submission to the Office of the Under Secretary of Defense, Contracting, USD(C), in the Office of the Secretary of Defense for approval. Until proposed tariff rates are approved, government/non-government tariff rate charges are determined according to US Government DOD Airlift Rates and US Government Non-DOD Rate Tariffs: <https://public.scott.af.mil/hqamc/fm/rates.htm>.

b. Annually, HQ AMC TACC/XOGD will prepare and distribute a channel sequence listing of all channels. This listing will be distributed not later than 10 October and contain the minimum information below. A copy of the listing can be obtained at <https://tacc.scott.af.mil/Directorates/xog/docs/sequence.pdf>, with updates posted.

(1) Channel code.

(2) Channel name (including identification of Aerial Port of Embarkation and Aerial Port of Debarkation).

(3) Type of traffic authorized for movement over the channels, i.e., cargo, passenger, or aeromedical evacuation patient.

(4) Tariff rates.

(5) Indication of type of channel, frequency or requirements, and frequency of service if a frequency channel.

(6) Identification of the Service theater CINC and co-validator or theater validator of the channel.

c. HQ AMC TACC/XOG, will provide periodic reports (minimum quarterly) to USTRANSCOM and channel validators, summarizing passenger utilization and cost-to-revenue (by channel) information. HQ AMC TACC/XOG will ensure all channels are reviewed annually and advise USTRANSCOM of those that have not had significant movement for six consecutive months. HQ AMC TACC/XOG will identify those frequency channels that do not meet ACL utilization standards and report findings to USTRANSCOM/MCC. USTRANSCOM will use channel utilization and cost-to-revenue information, along with costs associated with contract cancellations and mission cancellations, to coordinate with DOD Components regarding the continued need for service on inefficient channels.

8. Actual movement of passengers on specific missions is completed based on passenger priority. Appendix E outlines passenger priorities.

APPENDIX L

UNITED STATES GOVERNMENT TRANSPORTATION REQUEST (GTR)

1. General.

a. Use. This Appendix governs the preparation, issuance, and distribution of a GTR (SF 1169, Figure L-3). GTRs are used to procure transportation services when centrally billed accounts of the government's charge card company are not used. GTRs are accountable documents and must be properly safeguarded by Transportation Officers (TOs) and persons to whom issued at all times.

b. Restrictions. GTRs will not be used for the following:

(1) Procurement of taxicab, airport limousine, or intracity transit services for individual travel unless purchased in bulk or when special circumstances justify such use.

(2) Procurement of transportation for household pets.

(3) Procurement of air, bus, and rail passenger transportation services, or any combination thereof, from travel agencies not under Department of Defense (DOD) or General Services Administration contract.

(4) Payment of toll-road or toll-bridge charges.

(5) Any portion of a trip where government transportation is used.

(6) Services for the personal convenience of a traveler exceeding those authorized under the Joint Federal Travel Regulations/Joint Travel Regulations. When a traveler desires unauthorized services, payment of the additional cost, including federal transportation tax, will be the responsibility of the traveler and must be paid to the carrier at the time the GTR is exchanged for tickets.

(7) Vehicle rental services.

(8) Procurement of service via National Railroad Passenger Corporation when the value of ticket(s) is less than \$50, except when purchased in bulk.

(9) Procurement of international and domestic full planeload charter airlift services.

2. Method of Preparation. Typewriter, ink, or indelible pencil will be used to fill in GTRs. The use of ordinary lead pencil is prohibited.

3. Alterations/Issuance.

a. Alterations or erasures should be avoided but, when made, they must be validated by the issuing officer's initials.

b. TOs who have blank GTRs lost or stolen from their office, or have mutilated or destroyed GTRs, will immediately notify, in writing, their servicing finance center.

c. Travelers who have GTRs lost or stolen must immediately notify the local TO and call the nearest passenger carrier's agent and provide all the necessary data. If a GTR was issued for passenger travel, travelers are obligated to purchase their own replacement tickets. Travelers without funds may request a cost charge GTR from the local TO.

d. Unused GTRs will be turned into the TO for cancellation. A DD Form 730, Receipt for Unused Transportation Request, (Figure L-1), will be issued and distributed as follows:

(1) Original plus one copy to traveler (to be attached to DD Form 1351-2, Travel Voucher or Subvoucher (Figure L-2)).

(2) One copy to Service finance center.

(3) One copy to the origin TO along with a copy of the GTR and any other related correspondence.

(4) One copy to be used as the issuing TO's file copy. Also, file copy of GTR and any other related documents.

e. The original GTR copy should be sent to the passenger carrier and duplicate to the traveler, to be used when filing DD Form 1351-2. A copy is forwarded to the Service finance office. The issuing TO retains a copy along with other related documentation.

4. Cross-Referencing GTRs.

When it is necessary to issue more than one GTR for travel of the same person(s), a cross-reference notation will be made on the face of each GTR, such as "In connection with GTR #_____". GTRs issued for shipment of remains and for the escort(s) of the remains will be cross-referenced.

RECEIPT FOR UNUSED TRANSPORTATION REQUESTS AND/OR TICKETS, INCLUDING UNUSED MEAL TICKETS									
1. TO (Name of Traveler: <i>(Last, First, Middle Initial)</i>)							2. DATE		
3. RECEIPT OF THE FOLLOWING IS HEREBY ACKNOWLEDGED									
A. CARRIER'S TICKETS									
NAME OF ISSUING CARRIER (1)	TICKET FORM AND NO. (2)	ISSUED FOR TYPE OF TRANSPORTATION OR ACCOMMODATIONS (3)		CLASS (4)	FROM (5)	TO (6)			
VIA (7)			DATE AND HOUR SPACE CANCELED (8)		PROCURED IN EXCHANGE FOR T/R (9)		ISSUED AT (10)		
(11) POINTS BETWEEN WHICH UNUSED (<i>if punched</i>)					(12) REASONS FOR RETURN OR NONUSE				
(13) BAGGAGE (<i>if ticket punched</i>)						COACH CLASS USED	OWN ACCOM. PURCH.	NEW T/R ISSUED	
NO. PIECES CHECKED	FROM	TO	WEIGHT (<i>Approx.</i>)		RETURN OF PULLMAN TICKETS				
B. TRANSPORTATION REQUESTS									
T/R NO. (1)	ISSUED FOR (2)	FROM (3)	TO (4)			ISSUED AT (5)			
C. MEAL TICKETS									
(1) UNUSED MEAL TICKET NUMBERS									
E. AUTHORITY FOR ISSUANCE									
(1) AUTHORITY	(2) DATE	(3) P/A		(4) INSTALLATION		(5) COST CHARGE CREDIT			
							YES		NO
(6) TRANSPORTATION OFFICER									
(a) TYPED NAME			(b) GRADE		(c) SIGNATURE			(d) DATE SIGNED	
DISTRIBUTION: 1 & 2 – TRAVELER. 3 – FOUSA. 4 – FILE. 5 – ISSUING OFFICER (<i>When required</i>). 6 – FISCAL OFFICER (<i>When required</i>).									

DD Form 730, NOV 84 (EG)

Previous editions may be used.

Designed using Perform Pro, WHS/DIOR Jan 96

Figure L-1. DD Form 730, Receipt for Unused Transportation Requests and/or Tickets, Including Unused Meal Tickets

PRIVACY ACT STATEMENT																																													
AUTHORITY: 5 U.S.C. 5701, 37 U.S.C. 404-427, and EO 9397.																																													
PRINCIPAL PURPOSE(S): Used for reviewing, approving accounting and disbursing for official travel. SSN is used to maintain a numerical identification system for individual claims.																																													
ROUTINE USE(S): To substantiate claims for reimbursement for official travel.																																													
DISCLOSURE: Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed.																																													
PENALTY STATEMENT																																													
There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (US Code) 18 Title Sections 287 and 1001 and Title 31, Section 3729).																																													
INSTRUCTIONS																																													
ITEM 1 – PAYMENT Member must be on electronic funds (EFT) to participate in split disbursement. Split disbursement is a payment method by which you may elect to pay your official travel card bill and forward the remaining settlement dollars to your predesignated account. For example: \$250.00 in the “Amount to Government Travel Charge Card” block means that \$250.00 of your travel settlement will be electronically sent to the charge card company. Any dollars remaining on this settlement will automatically be sent to your predesignated account. Should you elect to send more dollars than you are entitled, “all” of the settlement will be forwarded to the charge card company. Notification: you will receive your regular monthly billing statement from the Government Travel charge Card contractor; it will state: paid by Government, \$250.00, 0 due. If you forwarded less dollars than you owe, the statement will read as: paid by Government, \$250.00, \$15.00 now due. Payment by check is made to travelers only when EFT payment is not directed.	ITEM 15 – ITINERARY – SYMBOLS 15c. MEANS/MODE OF TRAVEL <i>(Use two letters)</i> <table style="width: 100%; border: none;"> <tr> <td>GTR/TKT</td> <td>- T</td> <td>Automobile</td> <td>- A</td> </tr> <tr> <td>Government Transportation</td> <td>- G</td> <td>Motorcycle</td> <td>- M</td> </tr> <tr> <td>Commercial Transportation</td> <td></td> <td>Bus</td> <td>- B</td> </tr> <tr> <td>(Own expense)</td> <td>- C</td> <td>Plane</td> <td>- P</td> </tr> <tr> <td>Privately Owned</td> <td></td> <td>Rail</td> <td>- R</td> </tr> <tr> <td>Conveyance (POC)</td> <td>- P</td> <td>Vessel</td> <td>- V</td> </tr> </table> 15d. REASON FOR STOP <table style="width: 100%; border: none;"> <tr> <td>Authorized Delay</td> <td>- AD</td> <td>Leave Enroute</td> <td>- LV</td> </tr> <tr> <td>Authorized Return</td> <td>- AR</td> <td>Mission Complete</td> <td>- MC</td> </tr> <tr> <td>Awaiting Transportation</td> <td>- AT</td> <td>Temporary Duty</td> <td>- TD</td> </tr> <tr> <td>Hospital Admittance</td> <td>- HA</td> <td>Voluntary Return</td> <td>- VR</td> </tr> <tr> <td>Hospital Discharge</td> <td>- HD</td> <td></td> <td></td> </tr> </table> ITEM 15e. LODGING COST Enter the total cost for lodging.	GTR/TKT	- T	Automobile	- A	Government Transportation	- G	Motorcycle	- M	Commercial Transportation		Bus	- B	(Own expense)	- C	Plane	- P	Privately Owned		Rail	- R	Conveyance (POC)	- P	Vessel	- V	Authorized Delay	- AD	Leave Enroute	- LV	Authorized Return	- AR	Mission Complete	- MC	Awaiting Transportation	- AT	Temporary Duty	- TD	Hospital Admittance	- HA	Voluntary Return	- VR	Hospital Discharge	- HD		
GTR/TKT	- T	Automobile	- A																																										
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Commercial Transportation		Bus	- B																																										
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Conveyance (POC)	- P	Vessel	- V																																										
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Awaiting Transportation	- AT	Temporary Duty	- TD																																										
Hospital Admittance	- HA	Voluntary Return	- VR																																										
Hospital Discharge	- HD																																												
REQUIRED ATTACHMENTS 1. Original and/or copies of all travel orders and amendments, as applicable. 2. Two copies of dependent travel authorization if issued. 3. Copies of secretarial approval of travel if claim concerns parents who either did not reside in your household before their travel and/or will not reside in your household after travel. 4. Copy of GTR, MTA or ticket used. 5. Hotel/motel receipts and any item of expense claimed in an amount of \$75.00 or more. 6. Other attachments will be as directed.	ITEM 19 – DEDUCTIBLE MEALS Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a government mess (<i>see JFTR, par. U4125-A3g and JTR, par. C4554-B for definition of deductible meals</i>). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.																																												
29. REMARKS																																													
EMPLOYEES: INDICATE DATES ON WHICH LEAVE TAKEN FOR MORE THAN ONE-HALF OF PRESCRIBED DAILY WORKING HOURS <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/>																																													
UNIFORMED MEMBERS: INDICATE DATES ON WHICH LEAVE WAS TAKEN <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/>																																													

5. GTR Preparation.

a. GTR Entries. Specific entries will be made by the issuing officer as prescribed below and shown in the various Figures in this Appendix. (See Figure L-3 for blank GTR with corresponding numbered blocks). When all of the spaces are not required for the services being procured, a horizontal line must be drawn through the unused space. When the space on the front of the GTR is inadequate for all the necessary information, the space on the reverse will be utilized.

Bill Charges to (Department agency, bureau office, address including ZIP code) TRANSPORTATION DIVISION, FINANCE CENTER US ARMY, INDIANAPOLIS, INDIANA 46249.			FISCAL DATA (Appropriation, authorization etc.)		PLACE AND DATE OF ISSUE	
ISSUING GOVERNMENT OFFICER (Signature and office) 3			1.		2.	
TRAVELER (Type or print) 4		OTHERS (Number) 5.	DEPENDENT TRAVEL CHILDREN (Names and ages): <input type="checkbox"/> SPOUSE 6.		SPECIAL ACCOMMODATIONS AND REQUIREMENTS 7.	
CARRIER OR AGENT TENDERED TO 8.			CITIES FROM 10.		CARRIER AND CLASS OF SERVICE (First class coach, charter, etc.)	
FOR CARRIER USE ONLY			STOP OVER AUTH 9.	EXCESS BAGGAGE AUTHORIZED		
FORM AND TICKET NUMBER	AGENT'S VALUE	AUDITOR'S VALUE		WEIGHT		PIECES
13			TO:	11.	12.	
			TO:			
			TO:			
			TO:			
Total ▶			14	(Continue service required on the reverse)		

DO NOT fold, spindle, or mutilate 1169-132-04 US GOVERNMENT TRANSPORTATION REQUEST Nontransferable Penalty for fraudulent or private use STANDARD FORM 1169 (REV 4-85) PRESCRIBED BY GSA, FPMR (41 CFR) 101-4.2

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Figure L-3. SF 1169, Example of Blank GTR

b. “Bill Charges To”. This block should be preprinted for the specific DOD Component and must reflect the component’s billing address. If payment is to be made by a DOD Component other than the one issuing the GTR, the preprinted information will be lined through and the name and address of the payment office will be entered. In addition, Air Force and Army will annotate the issuing agency Department of Defense Activity Address Code in this block. DOD Component payment addresses are as follows:

AGENCY

- (1) Office of the Secretary of Defense
- Defense Intelligence Agency
- Defense Logistics Agency
- Department of the Air Force
- Department of the Army

ADDRESS

Servicing Defense Finance and
Accounting Service Office
Same as Above
See Figure L-10
See Figure L-10

- | | |
|-------------------------------------|---|
| (2) United States (US) Marine Corps | Commanding General Marine Corps
Logistics Base (Code 470)
814 Radford Blvd
Albany, GA 31704-1128 |
| (3) Department of the Navy | Defense Finance and Accounting Office
(GTR/GTA Branch - ISBBE)
P. O. Box 8309
Norfolk, VA 23503-0309 |
| (4) US Coast Guard | US Coast Guard Finance Center
1430A Kristina Way
Chesapeake, VA 23326 -5000 |

c. Fiscal Data (Block 1). Enter complete fiscal data shown in the travel orders in appropriate blocks. This includes appropriation and subhead; object class; bureau control number; suballotment; authorization accounting activity; traveler status (Permanent Change of Station or Temporary Duty); type; travel order number; cost code; and standard document number. DOD Components that do not use all of the above in the fund citation will enter accounting data as listed in the travel order. Enter in full all accounting data and include the order identification, e.g., Lackland AFB TX, Order No. 1234-54 dated 26 Sep 01; Ft Sam Houston TX, Special Order No. 987, 26 Sep 01, etc.

(1) Deceased Persons.

(a) On GTR for deceased persons, enter: "Issued In Connection With GTRs (serial number of escort's GTR)".

(b) On GTR for escort of deceased, enter: "Issued In Connection With GTR (serial number of GTR for deceased)".

(2) Different Appropriation Involved. If different appropriations are involved in the transportation of members traveling as a group and one GTR is issued, the appropriation data will show the number of persons chargeable to each appropriation. Use the back of the GTR form if more space is needed.

(3) Payment in Foreign Currency. When payment is to be made in a currency other than US dollars, show type of currency in Block 7, "SPECIAL ACCOMMODATIONS AND REQUIREMENTS;" for example, "To be paid in Italian Lire".

(4) Cost-Charge Transportation. (To return military personnel to duty).

(a) In addition to the appropriation, enter "Cost-Charge" for Air Force and Army personnel or "Checkage Requested" for Marine Corps and Navy personnel.

(b) Air Force. In lieu of any other appropriation data, enter one of the following appropriation numbers:

57*3500 32*P510 525725 (for officers)

57*3500 32*P530 525725 (for enlisted)

(*Enter the last digit of applicable fiscal year in place of the asterisk)

(c) Army. Enter 21*2010 01-177 P1510 S99999 for all members who are absent without leave or deserters. Enter 21* 2010 01-401 P1491 S99999 for all members on leave.

(d) Navy. Enter 17*1453 2202 011 12600 0 000022 2I 000000 000000071131 for all members on leave or in unauthorized leave status.

(e) Marines. Enter one of the following codes:

Officers: 17*1105.2701 011 12690 000027 2I 000000 000000071110

Enlisted: 17*1105.2701 011 12690 000027 2I 000000 000000071130

d. Place and Date of Issue (Block 2). Enter the official designation and location of issuing installation, base, ship, or station, and city and state of country, including ZIP code; and date of issue (not date of travel). Abbreviations may be used.

e. Issuing Government Officer (Block 3). (Signature and office).

(1) The issuing TO or authorized transportation agent (TA) must sign in this block to certify that the requested transportation is for official business. The TA may sign for the TO, e.g., B. J. Jenkins, TA for J. D. Pierce, TO. The use of a rubber stamp signature of the person authorized to sign GTRs is strictly prohibited.

(2) Other person(s) (acting TOs) specifically authorized to hold and issue GTRs as specified by the DOD Component concerned.

f. Traveler (Block 4).

(1) Individual travel. Enter the name and grade of the traveler.

(2) Group Travel. Enter the name and grade of the person in charge of the group.

(3) Dependent(s) Travel. Enter the name of the principal dependent.

(4) Prisoners with Guards. Issue the GTR in the name of the member (guard) in charge. Under no circumstances will the GTR be surrendered to the prisoners.

(5) Type Travel Codes. Enter the type travel code to denote the type of travel, e.g., PU, CT, PT, EA, OA, etc. Type travel codes are listed in Appendix C.

g. Others (Block 5).

(1) Individual Travel. Enter the word "NO".

(2) Group Travel. Enter the number of persons in the group who will accompany the group leader.

(3) Prisoners with Guards. Enter the total number of guards and prisoners in the group who will accompany the group leader.

h. Dependent Travel (Block 6). Check the “spouse” block and list the name of the spouse if he or she is to accompany the traveler. Also, list the names and ages of any children who will accompany the traveler; e.g., Joe (5); Mary (8). Ages of children as of the date of departure from the first point of travel should be used. All authorized dependents are entitled to a seat.

i. Special Accommodations and Requirements (Block 7). Enter the number and type of accommodations to be furnished and list the points between which each type of accommodation is to be utilized. Abbreviate if necessary. For rail travel, indicate whether lower berth, parlor car seat, roomette, etc. Draw a horizontal line through this space if special accommodations or services are not requested or if no special statements are required.

(1) Special Fares for Group Moves. Enter the routing symbol(s) and number(s) assigned to group movement traffic routed by the TO or the Military Traffic Management Command, or the United States Transportation Command/Mobility Control Center, i.e., CAM, MRO, MAIN, or PSRO.

(2) Member with Insufficient Funds. If the GTR is issued to a member with insufficient funds or on Technical Arrest Orders/Provisional Pass, the term “CHECKAGE REQUESTED” or “COST-CHARGE” will also be reflected in this block.

(3) Prisoners under Guard. When prisoners under guard are transported, the number of guards and prisoners will be annotated and identified separately in this space.

(4) Foreign Flag Carrier/First Class Accommodations. If foreign flag/first class accommodation is used, justification is required.

j. Carrier or Agent Tendered To (Block 8). Enter the name of the carrier that is to honor the GTR. When the GTR must be presented to a carrier or agent other than the one shown in this box, either the issuing officer or the traveler will endorse the GTR to that carrier or agent by entering in the “SERVICE FURNISHED IF OTHER THAN REQUESTED” block on the reverse side of the GTR, over his or her signature, the words: “Endorsed to (name of carrier/agent) for ticket issuance”.

k. Stopover Authorized (Block 9). Enter “YES” before the cities at which stopovers are authorized and “NO” for all others. The word “END” will be entered before the last city of the official trip.

l. Cities (Block 10). Enter in the “FROM” block the name of the city and state from which transportation and/or accommodations are to be furnished. In the “TO” block, enter the cities and states or points to which such services are to be furnished. Use city airport codes for air travel when these are known; otherwise, the city with the Postal Service style of two-letter state abbreviations. For example, for a round trip authorized from Houston TX, to New York NY,

show from “IAH” (or HOU depending on the departure airport) to “JFK” or “LGA” (depending upon the arrival airport) to IAH or HOU. If airport codes are not known, use from Houston TX, to New York NY, to Houston TX. When charter air or bus service is used, enter in parentheses the name of the airport or the actual loading point of the bus(es) in addition to the name of the city and the destination airport or actual unloading point of the bus(es) in addition to the name of the city.

m. Carrier and Class of Service (Block 11). Enter the initials or code name of each carrier and the name or official industry code for the class of service authorized between each listed city or point. Standard carrier codes for air and bus carriers are found in the Official Airline Guide and Official Bus Guide.

(1) For Air Travel. Show class of service, e.g., YCA, HMZ, QCA, YPNUT, etc.

(2) For Bus Travel. Show coach, special coach charter, or special operations.

(3) For Rail Travel. Show coach, slumber coach, or mixed.

(4) For Ship. Show second-class, cabin, tourist, etc.

n. Excess Baggage (Block 12).

(1) General. The only time a GTR may be used to move excess baggage is when it is authorized in the travel order. When payment with personal funds would impose an unwarranted hardship on the traveler, a GTR may be issued to cover both transportation and excess baggage. Every effort should be made to include excess baggage on the same GTR used to request passenger service for the traveler.

(2) When a GTR is utilized, in the “Excess Baggage Authorized” block, enter the weight and/or number of pieces of excess baggage authorized. When the weight or number of pieces is unknown, show the maximum excess authorized. If excess baggage is not authorized, enter the word “NONE” in the “Weight and Pieces” columns opposite the respective city or point entered in the “TO” block.

(3) When a separate GTR is used for excess baggage, complete the GTR as outlined above, entering the words “EXCESS BAGGAGE ONLY” in the “Special Accommodations and Requirements” block, and enter the serial number of the GTR previously issued for passenger travel.

o. For Carrier Use Only (Block 13).

p. Continuation of Services Required (Block 14). Use the back of GTR for continuation of entries when adequate space is not available on the front of the GTR.

6. GTRs Issued for the Transportation of Remains.

a. General. A GTR will be used when transporting remains of deceased personnel by air or railroad baggage service. Such movements may be accompanied by escort(s) or transported unescorted. Separate GTRs will be issued for the escort(s).

b. Escorted Remains. GTR entries for the deceased are depicted in Figure L-4. The following entries will be made on the GTR issued for transport of remains:

(1) Traveler. Enter the name of the deceased followed by the words "DECEASED," an asterisk, and the travel code (HR).

(2) Special Accommodations and Requirements. Make entries preceded by an asterisk, as follows:

(a) Deceased Member. Enter grade, branch of service, and Social Security Number (SSAN).

(b) Deceased Dependent. Enter relationship of deceased to sponsor and sponsor's name, grade, branch of service, and SSAN.

(c) Deceased US Citizen DOD Civilian Employee. Enter title, employing agency/department, and SSAN.

(3) Cities. Make appropriate entries and when itinerary includes all cargo airline flight(s), enter "AIR FREIGHTER" following the flight number. On the unused "TO" lines or on the reverse, enter the word "FOR" followed by the name and address of the receiving funeral home or other addresses.

(4) Excess Baggage Authorized. Type over the words "EXCESS BAGGAGE" with the words "HUMAN REMAINS" and enter the gross weight of the casketed remains.

(5) Cross-Reference. Annotate the GTR with the words "Issued In Connection With GTR # (number)." Cross-reference this GTR with the GTR of the escort(s) by annotating both GTRs.

Bill Charges to (Department agency, bureau office, address including ZIP code) TRANSPORTATION DIVISION, FINANCE CENTER US ARMY, INDIANAPOLIS, INDIANA 46249.				FISCAL DATA (Appropriation, authorization etc.) (Enter all appropriate Service accounting data) (Enter all order identification, i.e., issuing station, order number, order issuing date.)		PLACE AND DATE OF ISSUE NAVPTO WASHDC 20371 01JAN 01	
ISSUING GOVERNMENT OFFICER (Signature and office) J. DOE. T.O. NAVPTO WASHDC							
TRAVELER (Type or print) M. BARKER (DECEASED) *HR			OTHERS (Number)	DEPENDENT TRAVEL CHILDREN (Names and ages): <input type="checkbox"/> SPOUSE		SPECIAL ACCOMMODATIONS AND REQUIREMENTS *CAPTAIN USN 000-00-0000 ICW CTR B1. 046.052	
CARRIER OR AGENT TENDERED TO UNITED AIRLINES							
FOR CARRIER USE ONLY				STOP OVER AUTH	CITIES		CARRIER AND CLASS OF SERVICE (First class coach, charter, etc.)
FORM AND TICKET NUMBER		AGENT'S VALUE	AUDITOR'S VALUE		FROM DCA	HUMAN REMAINS	
					TO: END: SFO	UA FREIGHT	WEIGHT 340 PIECES LBS
					TO: FOR HUMPHREY'S FUNERAL PARLOR		
					TO: 0000 WASHINGTON AVENUE		
					TO: SAN FRANCISCO CA		
Total ▶				(Continue service required on the reverse)			

DO NOT fold, spindle, or mutilate

1169-132-04

US GOVERNMENT TRANSPORTATION REQUEST
Nontransferable Penalty for fraudulent or private use

STANDARD FORM 1169 (REV 4-85)
PRESCRIBED BY GSA, FPMR (41 CFR) 101-4.2

THIS IS AN ACCOUNTABLE FORM

US GPO: 1988-209-860

Figure L-4. SF 1169, Example of GTR Illustrating Air Transportation of Human Remains

(6) GTR Entries for Escort(s). A separate GTR will be prepared for the escort(s) following the instructions above for regular GTR preparation (Figure L-5). Cross-reference the escort's GTR with the serial number of the GTR issued for the deceased.

Bill Charges to (Department agency, bureau office, address including ZIP code) TRANSPORTATION DIVISION, FINANCE CENTER US ARMY, INDIANAPOLIS, INDIANA 46249.				FISCAL DATA (Appropriation, authorization etc.) (Enter all appropriate Service accounting data) (Enter all order identification, i.e., issuing station, order number, order issuing date.)		PLACE AND DATE OF ISSUE NAVPTO WASHDC 20371 01JAN 01	
ISSUING GOVERNMENT OFFICER (Signature and office) J. DOE. T.O. NAVPTO WASHDC							
TRAVELER (Type or print) T. JONES ESCORT * (PT)			OTHERS (Number) NO	DEPENDENT TRAVEL CHILDREN (Names and ages): <input type="checkbox"/> SPOUSE		SPECIAL ACCOMMODATIONS AND REQUIREMENTS ICW CTR B1. 046.052	
CARRIER OR AGENT TENDERED TO UNITED AIRLINES							
FOR CARRIER USE ONLY				STOP OVER AUTH Yes	CITIES		CARRIER AND CLASS OF SERVICE (First class coach, charter, etc.)
FORM AND TICKET NUMBER		AGENT'S VALUE	AUDITOR'S VALUE		FROM DCA	EXCESS BAGGAGE AUTHORIZED	
					TO: SFO	UA-Y	WEIGHT NONE PIECES NONE
					TO: END: DCA	UA-Y	
					TO:		
					TO:		
Total ▶				(Continue service required on the reverse)			

DO NOT fold, spindle, or mutilate

1169-132-04

US GOVERNMENT TRANSPORTATION REQUEST
Nontransferable Penalty for fraudulent or private use

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Figure L-5. SF 1169, Example GTR Illustrating Air Transportation of Escort of Human Remains

c. Unescorted Remains. Entries on the GTR will be made as above except for the "TRAVELER" block. In this space, enter the words "DECEASED UNESCORTED" and an asterisk. When vehicular transfer between carrier terminals at junction points is required and

permitted by carrier tariffs, the following annotation will be entered in addition to other entries in the “SPECIAL ACCOMMODATIONS AND REQUIREMENTS” space, “Transfer of remains authorized at junction point(s)”. Routings that involve vehicular transfer at junction points not covered by carrier tariffs will not be used if alternate through-transportation service is available.

7. GTR for Chartered Air Taxi Service. One GTR will be issued by the TO to the air taxi operator for each charter. Special fare or rate tender information will be entered in the “SPECIAL ACCOMMODATIONS AND REQUIREMENTS” block. The GTR will, in all cases, be annotated “CHARTER” and “AIR TAXI” in the “Carrier and Class of Service” space. See Figure L-6 for an example GTR for charter air taxi service.

Bill Charges to (Department agency, bureau office, address including ZIP code) TRANSPORTATION DIVISION, FINANCE CENTER US ARMY, INDIANAPOLIS, INDIANA 46249.				FISCAL DATA (Appropriation, authorization etc.) (Enter all appropriate Service accounting data)		PLACE AND DATE OF ISSUE NAVPTO WASHDC 20371 19 AUG 01	
ISSUING GOVERNMENT OFFICER (Signature and office) J. DOE. T.O. NAVPTO WASHDC				(Enter all order identification, i.e., issuing station, order number, order issuing date.)			
TRAVELER (Type or print) FRED HYDEN, CW02, USMC			OTHERS (Number) 4	DEPENDENT TRAVEL CHILDREN (Names and ages): <input type="checkbox"/> SPOUSE		SPECIAL ACCOMMODATIONS AND REQUIREMENTS \$550.00	
CARRIER OR AGENT TENDERED TO J.B. AIR TAXI SERVICES				CITIES			
FOR CARRIER USE ONLY			STOP OVER AUTH	FROM St. Marys Cty Arpt		CARRIER AND CLASS OF SERVICE (First class coach, charter, etc.)	
FORM AND TICKET NUMBER	AGENT'S VALUE	AUDITOR'S VALUE		TO: END: Cakerton LA		Charter Air Taxi	
				TO:		EXCESS BAGGAGE AUTHORIZED	
				TO:		WEIGHT	
				TO:		PIECES	
Total ▶				(Continue service required on the reverse)			

SAMPLE

DO NOT fold, spindle, or mutilate 1169-132-04 **US GOVERNMENT TRANSPORTATION REQUEST** STANDARD FORM 1169 (REV 4-85)
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Figure L-6. SF 1169, Example GTR Illustrating Charter Air Taxi Service

8. GTRs Issued on a Checkage (Cost-Charge) Basis. A GTR may be used when the cost of transportation will be charged to a member’s pay account to return members to their duty station or to an alternate destination as directed by competent authority. GTRs may be issued for members without funds and unauthorized absentees and deserters subject to checkage of their pay accounts. DD Form 139, Pay Adjustment Authorization, (Figure L-7) will be prepared in accordance with the traveler’s DOD Component procedures. A statement will be included in the remarks section of the DD Form 139 that requires the member’s signature acknowledging receipt of the GTR and authorization for repayment from the member’s pay account. At the request of the member, a replacement ticket may be issued to a dependent for a lost ticket, subject to Pay Account Checkage (cost-charge) against the member’s pay. Prepare one original and two copies to forward to the finance offices or see Figure L-10. NOTE: People in leave status should be booked at the non-government fare unless the member is traveling on monetary allowance, in lieu of travel while enroute on a PCS move.

PAY ADJUSTMENT AUTHORIZATION			<i>Note: If member has been transferred, forward this authorization to the officer currently maintaining the member's pay record.</i>			
MEMBER (Last name) (First) (Middle)		SSAN	GRADE/RANK/RATE	BRANCH OF SERVICE	DATE	
PUBLIC JOHN		000-00-0000	MR3	USN	19 AUG 01	
PAY GRADE NO.	LAST PAY RECORD EXAMINED <i>(if applicable)</i>	AMOUNT	APPROPRIATION DATA			
E-4		\$89.00	00000022 2I 000000 00000071131			
FROM	NAVY PASSENGER TRANSPORTATION OFFICE PERSONNEL SUPPORT ACTIVITY, NORFOLK BLDG. A48, NAVAL STATION NORFOLK, VA 23511-5115		NAME OF ACCOUNTABLE D.O.			
			SYMBOL NO.		G.A.O. EXCEPTION CODE	
TO	● OFFICER IN CHARGE PERSONNEL SUPPORT ACTIVITY DETACHMENT NAVAL AMPHIBIOUS BASE, LITTLE CREEK NORFOLK, VA 23521-55450 ●			YOU ARE HEREBY AUTHORIZED TO <input checked="checked" type="checkbox"/> CHARGE <input type="checkbox"/> CREDIT THE MILITARY PAY RECORD OF THE MEMBER LISTED ABOVE		
EXPLANATION AND/OR REASON FOR ADJUSTMENT						
GTR B1, 046,052 ISSUED TO UNITED AIRLINES FOR AIR TRANSPORTATION FROM WASHINGTON, D.C. TO NORFOLK, VA. COST TO GOVT \$89.00. AMOUNT TO BE CHECKED \$89.00 I hereby acknowledge receipt of the above listed GTR and agree to a one-time pay account checkage for transportation provided. John Public						
<i>The above adjustment is based on a thorough examination of all available records. If the Disbursing Officer has knowledge that a previous adjustment has been made or why the adjustment should not be made for the same item, this authorization should be returned with a brief statement of the reason for failure to make adjustment.</i>						
FROM	NAVY PASSENGER TRANSPORTATION OFFICE P&D NORFOLK BLDG. A68 NAVAL STATION NORFOLK, VA 23511-5115		CERTIFYING OFFICER (Name, rank/grade, and signature) J. DOE. T.O. NAVPTO NORFOLK, VA			
C E R T I F I C A T E	I CERTIFY that the adjustment indicated above has been entered on the above-named member's Military Pay Record. (If adjustment has not been entered, give explanation on reverse over D.O.'s signature and symbol number.)					
	TO	● NAVY PASSENGER TRANSPORTATION OFFICE PERSONNEL SUPPORT ACTIVITY, NORFOLK BLDG. A48, NAVAL STATION ● NORFOLK, VA 38511-5115	TYPED NAME AND GRADE OF D.O.			
			D.O. SYMBOL NO.		DATE	
			SIGNATURE			

DD FORM 139, MAY 53 (EG)

EDITION OF THIS FORM NOT HAVING SSAN IS OBSOLETE AFTER 30 JUN 69.

Form approved by Comp. Gen. US

April 23, 1953

Designed using Perform Pro, WHS/DIOR, Jun 94

Figure L-7. DD Form 139, Example of Pay Adjustment Authorization

9. Unused GTRs/Tickets.

a. Travelers are required to turn in unused GTRs or carrier tickets to the TO. The TO prepares DD Form 730 (Figure L-1) or other acceptable receipt (Figure L-8) for the unused tickets. The original and one copy of the DD Form 730 or other receipt is given to the traveler to file with the travel voucher. If the trip is canceled, tickets will be returned to the TO. Failure to follow these procedures could make the traveler financially liable for the amount of the unused tickets. When a member surrenders an unused GTR or ticket issued against a checkage (cost-charge), and the value of such has already been charged against the member's pay account, a credit adjustment will be issued. A DD Form 139 (Figure L-7) will be prepared and vouchered reflecting credit and distributed as listed in Paragraph 8 above. When the amount of authorized credit cannot be determined locally, a request for amount of credit will be included when such unused tickets are forwarded to the CTO or carrier for refund.

<i>TMO CERTIFICATION FOR UNUSED TICKETS</i>	
DATE: _____	
UNUSED SEGMENT(S): _____	
REMARKS: _____	
ESTIMATED REFUND: _____	

TA FOR TO	

Figure L-8. TMO Certification for Unused Tickets

b. The issuing office follows these procedures to process refund applications for lost tickets and reimburse members for replacements.

(1) Complete SF 1170, Redemption of Unused Tickets, (Figure L-9) after receiving the information from the traveler. Attach a copy of the lost ticket refund application, and copies of the original and replacement tickets to the SF 1170. Send a refund request to the carrier for the amount the traveler paid.

(2) Suspend a copy of SF 1170, with supporting documents, for 120 days. Initiate tracer action on unanswered requests for refunds on the 121st day and each 90 days thereafter for up to one year from date of the initial SF 1170.

(3) If the carrier does not respond within one year, package up all correspondence and documentation with the member's case file and annotate copy of SF 1170 "No Response Received from Carrier". Send the package to the Defense Finance and Accounting Service (DFAS), or Service Finance office. For the Army, Air Force, and other DOD Agencies, the package should be forwarded to General Services Administration, ATTN: FWCA, Room G137, 18th and F Streets, NW, Washington, DC 20405.

10. GTR Distribution.

a. The first copy of the GTR should be sent to the passenger carrier.

- b. The second copy is given to the traveler to be filed with their DD Form 1351-2.
- c. A copy must be forwarded to the funding finance office Disbursing Station Symbol Number.
- d. The issuing TO retains a copy along with other related documentation.

11. Unused GTR Distribution.

a. Unused GTRs will be turned in to the TO for cancellation. A DD Form 730 will be issued and distributed as follows:

- (1) Original plus one copy to traveler (to be attached to DD Form 1351-2).
- (2) One copy to the funding finance office.
- (3) One copy to the origin TO along with a copy of the GTR and any other related correspondence.
- (4) One copy to be used as the issuing TO's file copy.

REDEMPTION OF UNUSED TICKETS - <i>Original</i>					GOVERNMENT TRANSPORTATION REQUEST (GTR) NO. ▶	
DATE				DATE GTR ISSUED		
FILE REFERENCE				PLACE ISSUED		
ORIGIN				DESTINATION		
FORM NO.	TICKET NO.	NO. OF PASSENGERS OR NO. & TYPE OF ACCOMMODATIONS	UNUSED FROM	UNUSED TO	FOR CARRIERS USE ONLY	AMOUNT OF REFUND
REMARKS					TOTAL	
<div style="border: 1px solid black; height: 60px; width: 100%;"></div> <div style="text-align: center;">(Name and Address of Carrier)</div>			<div style="border: 1px solid black; height: 60px; width: 100%;"></div> <div style="text-align: center;">Name and address of agency to which refund is to be made)</div>			
Attention: Refund is requested for unfurnished passenger transportation services indicated above; any unused tickets involved are attached.			*See detailed instructions on reverse NSN 7540-00-734-4242		1170-107 STANDARD FORM 1170 (REV 2-89) PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.2	

Figure L-9. SF 1170, Redemption of Unused Tickets

Air Force	Defense Finance and Accounting Service (DFAS-DE/FTP) 6760 East Irvington Place Denver, CO 80279-8000
Army	Defense Finance and Accounting Service (DFAS-IN/FJE) 8899 East 56th Street Indianapolis, IN 46249-0100
Marine Corps	Defense Finance and Accounting Service (DFAS-KC/FJA) 1500 East 95 th Street Kansas City, MO 64197-0001
Navy	Defense Finance and Accounting Service (DFAS-CL/FMC) 1240 East Ninth Street Cleveland, OH 44199-2055

Figure L-10. Finance Accounting Office Addresses for Distribution of DD Form 139

APPENDIX M

MEAL TICKET/CHECKS

1. Meal Tickets. The provisions of this Appendix relate to the issuance, use, and care of Uniformed Services Meal Tickets (DD Form 652) (Figure M-1) and Uniformed Services Meal Checks (Figure M-5) for travel within the Continental United States (CONUS) under the provisions of the Joint Federal Travel Regulations (JFTR), Chapter 5, Paragraph U5018, Meal Tickets. Meal Tickets are used by all authorized users under the JFTR provisions with the exception of recruits assigned to the Military Entrance Processing Stations (MEPS) under the command of the United States (US) Military Entrance Processing Command (MEPCOM) (See Paragraph 3). Meal Checks are used by Department of Defense (DOD) and Department of Transportation (DOT) (Coast Guard) recruits while in transit from the MEPS to the service training centers.

a. Procurement, Stocking, Distribution, and Accounting. Procedures for the procurement, stocking, distribution, and accounting of meal tickets are prescribed in DOD Component directives.

b. Issuance. Meal tickets will be issued for:

(1) Individual and group travel under provisions of JFTR with the exception of recruits traveling from the MEPS to the Service training Centers.

(2) Grant Aid, formerly Military Assistance Program, trainees traveling at the expense of the US Government.

(3) Reserve and National Guard personnel on inactive duty training (with pay) upon written request from the commander of the Reserve or National Guard unit. The request will indicate the accounting classification for payment of meals and contain the commander's certification that Government dining facilities are not available and contractual feeding cannot be arranged. This provision will not be used to routinely subsist personnel who are in an inactive duty training status.

(4) Military dependents when authorized to travel on a per diem basis as an official escort for a deceased military sponsor.

c. Issuance to Other Services.

(1) Meal tickets may be issued to members of another DOD Component upon presentation of travel orders containing the appropriation. In each case, the information entered in the meal ticket will be the same except for the address in the "Bill to" space. The address, as shown in Block 1 of Figure M-2, will be inserted in the "Bill to" space.

(2) Immediately after issuing meal tickets, the Transportation Office (TO) will forward the triplicate copy of each ticket to the fiscal station shown in the accounting classification block along with a copy of travel orders.

d. Number of Meal Tickets to Issue.

(1) Meals. No more than six hours will elapse between meals in the sequence prescribed below, and no more than 12 hours between the serving of dinner and breakfast. After the travel schedule has been determined, a separate meal ticket will be issued for each meal involved, except as provided for in Paragraph (2), below. Three meal tickets will be furnished for each full day in travel status. Meal hours are as follows:


(a) Breakfast: 0600 through 0730.

(b) Lunch: 1130 through 1300.

(c) Dinner: 1700 through 1830.

(2) Additional Meal Tickets. Additional meal tickets may be issued when it is anticipated that there might be unavoidable delays enroute (except when delay enroute is authorized and chargeable to leave).

e. Preparation of DD Form 652. Typewriter, ink, or indelible pencil will be used to make entries on meal tickets. Care should be taken to avoid alterations or erasures in preparing meal tickets. However, when alterations or erasures are necessary, the issuing officer will initial them before the meal tickets are released to travelers. Meal tickets will not prescribe any date for which meals will be procured. The issuing officer, as prescribed below in Figure M-2, will make specific entries on meal tickets. (See Figure M-1 for blank Meal Ticket with corresponding numbering blocks).

 UNIFORMED SERVICES MEAL TICKET		BILL TO (Dept. and Bureau Service) 1.		MT No. 2.	
THIS TICKET IS GOOD FOR MEALS ONLY. It should be accepted in lieu of cash by any concern (or person) serving meals to the public and MUST BE PRESENTED AT TIME MEAL IS ORDERED. See instructions on use. Use typewriter, ink, or legible pencil to complete form.					
PERSON RECEIVING MEAL OR IN CHARGE 3A. 3B			TRAVEL ORDERS 4.		TR No. 5.
APPROPRIATION CHARGE 6.					
ISSUING STATION OR SHIP AND DATE OF ISSUE 7. (Date)			TYPE OF MEAL	TOTAL NUMBER OF MEALS	COST PER MEAL NOT TO EXCEED
			MORNING		
After meal service is received, person receiving meal or in charge of party must complete the following:			NOON	8.	9.
			EVENING		
DATE 10.	NUMBER OF MEALS FURNISHED 11.	TOTAL COST 12.	NAME AND ADDRESS OF PERSON OR CONCERN FURNISHING MEALS (NAME) SAMPLE 14. (STREET) City State Zip Code		
CERTIFIED BY (Signature of traveler or leader) 13.					

DD FORM 652
1 MAY 78

REPLACES EDITION OF 1 FEB 69 WHICH WILL BE USED UNTIL SUPPLY IS EXHAUSTED

Approved by Comptroller Gen US
13 January 1969

Figure M-1. DD Form 652, Blank Uniformed Services Meal Ticket

INSTRUCTIONS FOR COMPLETION OF DD FORM 652

Block 1: "Bill To". For billing purpose, use Service address listed below.

Air Force	Defense Finance and Accounting Service (DFAS-DE/FTP) 6760 East Irvington Place Denver, CO 80279-8000
Army	Defense Finance and Accounting Service (DFAS-IN/FJE) 8899 East 56th Street Indianapolis, IN 46249-0100
Marine Corps	Defense Finance and Accounting Service (DFAS-KC/FJA) 1500 East 95th Street Kansas City, MO 64197-0001
Navy	Defense Finance and Accounting Service (DFAS-CL/FMC) 1240 East Ninth Street Cleveland, OH 44199-2055

Block 2: "MT No". Numbers are normally pre-printed.

Block 3:

a. "Person Receiving Meal or in Charge", as identified below:

- (1) Individual travel. Enter name and grade of traveler.
- (2) Group travel. Enter name and grade of person in charge of group.
- (3) Guard(s) escorting prisoner. Enter name and grade of guard(s) (separate from prisoner).
- (4) Prisoner escorted by guard. Enter name and grade of guard and in parentheses enter "for use of *Name and grade of prisoner*". Separate meal tickets will be issued for each prisoner under guard.

b. For group travel only. Behind the group leader's name, enter the number of individuals in the group beside the group leader.

EXAMPLE: John Doe, Sgt, USA, and 5 others

Block 4: "Travel Orders". Enter travel order identification number. When meal tickets are issued to applicants for enlistment for travel to a MEPS, enter applicable DOD Component regulation authorizing enlistment.

Block 5: "TR No". Enter serial number of GTR issued in connection with meal ticket. If a GTR is not issued, enter "None".

Figure M-2. Instructions for Completion of DD Form 652, Uniformed Services Meal Ticket

Block 6: "Appropriation Charge". Enter the appropriation cited in the travel orders.

Block 7: "Issuing Station or Ship and Date of Issue". Enter designation and location of activity or ship and date meal ticket is issued.

Block 8: "Total Number of Meals". Enter the same number of meals as there are members involved for the morning, noon, or evening meal. The number of meals to be procured will be indicated in words, i.e., five (not in numeric characters).

Block 9: "Cost Per Meal Not To Exceed". The rates per meal for members are in JFTR, par. U5018. These rates are maximum amounts and do not prevent the traveler or person in charge from securing meals at lower rates whenever desirable. When meals are purchased at a fixed amount, TOs will complete all sections of the meal ticket except the "Certified By" space that will be accomplished by the traveler or traveler in charge. Meals may also be purchased at a rate higher than the value of the meal ticket, provided the individual pays the additional costs with personal funds.

NOTE: If meal service has been prearranged, the TO will complete all sections of the meal ticket except for Block 13, "Certified By" space. The person in charge of the group will complete this space.

Block 10: "Date". Enter current date.

Block 11: "Number of Meals Furnished". Enter the number of meals consumed on this meal ticket.

Block 12: "Total Cost". Enter the total cost of all meals used on this meal ticket.

Block 13: "Certified By". Signature of traveler or group leader.

Block 14: "Name and Address of Person or Concern Furnishing Meals". Enter name, address, city, state, and ZIP code of facility where meal was consumed.

Figure M-2. Instructions for Completion of DD Form 652, Uniformed Services Meal Ticket. (Cont'd)

f. Disposition.

(1) Original. To person for whom ticket is drawn.

(2) Duplicate.

(a) Army and Air Force: Retained by issuing office for file.

(b) Navy and Marine Corps: Refer to appropriate DOD Component directive.

(3) Triplicate.

(a) Air Force and Army:

1 Forward immediately, with a copy of the travel orders, to the fiscal station shown in the accounting classification.

2 Triplicate copies of meal tickets issued for recruits payable from Army funds will be discarded.

(b) Marine Corps and Navy: Refer to DOD Component directive.

g. Meal Ticket Chargeable to Member. When the cost of meal tickets is chargeable to a member, whether the meal ticket is issued in the name of the member or in the name of another person for and on behalf of a member charged with the cost, a DD Form 139, Pay Adjustment Authorization (Figure M-3) will be prepared.

PAY ADJUSTMENT AUTHORIZATION			<i>Note: If member has been transferred, forward this authorization to the officer currently maintaining the member's pay record.</i>			
MEMBER (Last name) (First) (Middle)		SSAN	GRADE/RANK/RATE	BRANCH OF SERVICE	DATE	
PAY GRADE NO.	LAST PAY RECORD EXAMINED (if applicable)	AMOUNT	APPROPRIATION DATA			
FROM			NAME OF ACCOUNTABLE D.O.			
			SYMBOL NO.		G.A.O. EXCEPTION CODE	
TO			YOU ARE HEREBY AUTHORIZED TO <input type="checkbox"/> CHARGE <input type="checkbox"/> CREDIT THE MILITARY PAY RECORD OF THE MEMBER LISTED ABOVE			
EXPLANATION AND/OR REASON FOR ADJUSTMENT						
<i>The above adjustment is based on a thorough examination of all available records. If the Disbursing Officer has knowledge that a previous adjustment has been made or why the adjustment should not be made for the same item, this authorization should be returned with a brief statement of the reason for failure to make adjustment.</i>						
FROM			CERTIFYING OFFICER (Name, rank/grade, and signature)			
C E R T I F I C A T E	I CERTIFY that the adjustment indicated above has been entered on the above-named member's Military Pay Record. (If adjustment has not been entered, give explanation on reverse over D.O.'s signature and symbol number.)					
	TO			TYPED NAME AND GRADE OF D.O.		
				D.O. SYMBOL NO.		DATE
				SIGNATURE		

Figure M-3. DD Form 139, Pay Adjustment Authorization

2. Issuance.

a. Endorsement of Marine Corps and Navy Travel Orders. Original travel orders will be endorsed to show serial numbers of meal tickets issued, types, and number of meals (for example, one noon and one evening), and the total maximum value of meal tickets.

b. Meal Ticket Instructions.

(1) General Instructions. TOs will inform persons to whom meal tickets are issued of the instructions on the reverse of meal tickets, and will also caution them that they will be held responsible for unauthorized meals obtained through use of such tickets.

(2) Guard Escorting Prisoner. Persons designated as guards to escort prisoners will have custody of meal tickets issued for prisoners. Guards will be instructed that meal tickets are not to be surrendered to prisoners. After meals have been received, the guard having custody of tickets will complete the bottom portion of meal tickets and present them to the representative furnishing the meals.

c. Loss, Theft, Mutilation, or Destruction.

(1) Unissued Meal Tickets. When issuing officers discover the loss, theft, mutilation, or destruction of meal tickets while in their custody, they will immediately notify, in writing, the fiscal office designated by their DOD Component and furnish the serial numbers of such meal tickets.

(2) Issued Meal Tickets. Issuing officers will instruct individuals, or persons in charge of groups, of their responsibility on discovery of loss, theft, mutilation, or destruction of meal tickets. Individuals or persons in charge of groups will report the loss of such tickets to either the issuing officer or the TO at the next duty station who, in turn, will notify the issuing officer.

d. Replacement. When a member reports to the TO that original meal tickets issued to the member have been lost or inadvertently destroyed, the TO will issue the required amount of new meal tickets. When it is clearly established that the member was negligent in the loss or destruction of meal tickets, the monetary value of the newly issued tickets are chargeable against the member's pay account.

e. Disposition of Recovered Meal Ticket. When lost or stolen meal tickets are recovered, disposition will be made as follows:

(1) Recovery of Unissued Meal Tickets. TOs will, upon recovery of unissued meal tickets, notify the appropriate fiscal office for removal of the stop-payment order.

(2) Recovery of Originally Issued Meal Tickets. If new meal tickets have been issued and charged against a member's pay account or against a person in charge, TOs will prepare and distribute DD Form 139 authorizing credit for previous excess cost/checkage.

f. Unused Meal Ticket.

(1) Travelers or Persons In Charge of Groups. Issuing TOs will instruct travelers to turn in unused meal tickets immediately on return to duty station or on arrival at new duty station, whichever is appropriate.

(2) Action by TOs. TOs receiving unused meal tickets will:

(a) Stamp or write in ink the word “Canceled” across the front of the original and all available copies of the meal ticket.

(b) Prepare DD Form 730, Receipt for Unused Transportation Requests and/or Tickets, Including Unused Meal Tickets (Figure M-4). Endorse the original orders for Marine Corps and Navy members. Disposition of DD Form 730 and unused or canceled meal tickets issued to members will be in accordance with DOD Component regulations. If the TO receiving unused meal tickets is other than the issuing officer, the canceled original meal ticket and a copy of DD Form 730 will be forwarded to the issuing officer.

g. Restrictions. Meal tickets may not be used:

(1) To buy alcoholic beverages.

(2) When travel is by commercial aircraft and passage rates include meal service.

(3) When travel is by privately owned conveyance on a mileage reimbursable basis.

(4) When an advance allowance of per diem has been received.

(5) For travel of civilian employees.

(6) For travel of military dependents, except when a dependent is authorized per diem for the purpose of escorting a deceased military sponsor.

(7) For payment of a gratuity.

RECEIPT FOR UNUSED TRANSPORTATION REQUESTS AND/OR TICKETS, INCLUDING UNUSED MEAL TICKETS									
1. TO (Name of Traveler: <i>(Last, First, Middle Initial)</i>)							2. DATE		
3. RECEIPT OF THE FOLLOWING IS HEREBY ACKNOWLEDGED									
A. CARRIER'S TICKETS									
NAME OF ISSUING CARRIER (1)	TICKET FORM AND NO. (2)	ISSUED FOR TYPE OF TRANSPORTATION OR ACCOMMODATIONS (3)		CLASS (4)	FROM (5)	TO (6)			
VIA (7)				DATE AND HOUR SPACE CANCELED (8)		PROCURED IN EXCHANGE FOR T/R (9)		ISSUED AT (10)	
(11) POINTS BETWEEN WHICH UNUSED (<i>if punched</i>)						(12) REASONS FOR RETURN OR NONUSE			
(13) BAGGAGE (<i>if ticket punched</i>)						RETURN OF PULLMAN TICKETS	COACH CLASS USED	OWN ACCOM. PURCH.	NEW T/R ISSUED
NO. PIECES CHECKED	FROM	TO	WEIGHT (<i>Approx.</i>)						
						NONUSE OF PARLOR OR SLEEPING CAR REQUESTS			
B. TRANSPORTATION REQUESTS									
T/R NO. (1)	ISSUED FOR (2)	FROM (3)	TO (4)			ISSUED AT (5)			
C. MEAL TICKETS									
(1) UNUSED MEAL TICKET NUMBERS									
E. AUTHORITY FOR ISSUANCE									
(1) AUTHORITY		(2) DATE		(3) P/A		(4) INSTALLATION		(5) COST CHARGE CREDIT	
								YES	NO
(6) TRANSPORTATION OFFICER									
(a) TYPED NAME				(b) GRADE		(c) SIGNATURE		(d) DATE SIGNED	
DISTRIBUTION: 1 & 2 – TRAVELER. 3 – FOUSA. 4 – file. 5 – ISSUING OFFICER (<i>When required</i>). 6 – FISCAL OFFICER (<i>When required</i>).									

DD Form 730, NOV 84 (EG)

Previous editions may be used.

Designed using Perform Pro, WHS/DIOR Jan 96

Figure M-4. DD Form 730, Receipt for Unused Transportation Requests and/or Tickets, Including Unused Meal Tickets

3. Meal Checks. The provisions of this Paragraph relate to the issuance, use, and care of Uniformed Services Meal Checks for DOD and DOT-Coast Guard recruits while in transit from the MEPS to the service training centers within the CONUS under the provisions of the JFTR, Chapter 5, Paragraph U5018, Meal Tickets. MEPS travel specialists or alternate, appointed by the MEPCOM funds certifying officer as disbursement clerks (cashiers), are the only persons authorized to issue meal checks.

a. Process Overview. The MEPS travel specialist or alternate will issue meal checks to individual DOD and DOT-Coast Guard recruits in transit to their first duty station. Recruits use the meal checks to eat in private sector restaurants when government facilities are not available or meal is not being served on the airline while in transit. The MEPS will use the MEPCOM's automated MEPCOM Integrated Resource System (MIRS) to issue computer-generated checks. A contracted private sector bank will pay the restaurants electronically within 48 hours through the normal banking process. After the bank pays the restaurants, DFAS will reimburse the bank by electronic funds transfer.

b. Funding. At the beginning of each fiscal year, the Air Force, Navy, Marine Corps, and Coast Guard appropriation sponsors will provide obligation authority by providing a Military Interdepartmental Purchase Request to the Army's Operating Agency 22, Resources Services-Washington, D.C. Army appropriation sponsors will provide authorization letters to the Office of the Assistant Secretary of the Army (Financial Management and Comptroller) (OASA (FM&C)).

c. Procurement, Stocking, Distribution, Meal Check Internal Controls, and Accounting. Procedures for the procurement, stocking, meal check internal controls, and distribution of meal checks are prescribed in USMEPCOM Regulation 55-2, Enlistee Travel, and HQ USMEPCOM Handbook and User Instruction for Meal Check Issuers at the MEPS. DFAS prescribes procedures for the accounting of meal checks.

d. Issuance/Usage.

(1) Issuance. Meal Checks will be issued only by a MEPS travel specialist or alternate assigned to DOD and DOT-Coast Guard recruits traveling under provisions of the JFTR. This includes recruits from the Active Army, Army National Guard, Army Reserve, Active Air Force, Air National Guard, Air Force Reserve, Navy Active, Naval Reserve, Marine Corps Active, Marine Corps Reserve, and Coast Guard.

(2) Usage. Meal checks are valid at all airport restaurants owned, operated, or contracted by Host Marriott Services Host Corporation (HMSHost) and most other food vendors.

e. Number of Meal Checks to Issue.

(1) Meals. No more than six hours will elapse between meals in the sequence prescribed below, and no more than 12 hours between the serving of dinner and breakfast. After the travel schedule has been determined, a separate meal check will be issued for each meal involved, except as provided for in Paragraph (2), below. Three meal checks will be furnished for each full day in travel status. Meal hours are as follows:

(a) Breakfast: 0600 through 0730.

(b) Lunch: 1130 through 1300.

(c) Dinner: 1700 through 1830.

(2) Additional Meal Checks. Additional meal checks may be issued when it is anticipated that there might be unavoidable delays en route (except when delay en route is authorized and chargeable to leave).

f. Preparation of Meal Checks. The MEPS travel specialist will use MIRS to issue computer-generated checks. Figure M-5 is a sample of the meal check. The information on the computer-generated check is explained below:

UNIFORMED SERVICES		No. <u>6200000010</u>	E2-26
MEAL CHECK		Date: <u>Preprinted by VEPS</u>	<u>311</u> 343309
(This check good for meals only)		Recruit must use check by (date)	
		MEAL CHECK NOT TO EXCEED \$6.00 OR \$16.00	
		Recruit Initial	
PAY TO	Recruit Print Restaurant Name	\$	Recruit Print Dollars
THE ORDER OF:			
Recruit Print Dollar Amount in Words and Include Cents (xx/100)		DOLLARS	
Chase Manhattan Delaware		Authorized Signature Preprinted by MEPS	
Wilmington, DE 19301			
MEMO Meal Check for Recruit's Name Preprinted by MEPS			
6200000010 :031100267 6301494336 5091			

Figure M-5. Blank Uniformed Services Meal Check

(1) No. The MEPS MIRS will assign a unique number to each meal check.

(2) Date. The MEPS MIRS will print the date the check is issued.

(3) Recruit Must Use Check by (date). The MEPS MIRS will print a second date, which is seven days after the date of issuance, to indicate that the check is valid for only seven days after date of issuance. Recruits must use checks on travel days. The seven days is to allow for unavoidable delays in travel plans.

(4) Meal Check Not to Exceed \$6.00 or \$16.00. The MEPS MIRS will print either \$6.00 or \$16.00 on the meal check depending on the type of meal authorized.

(5) MEMO: The MEPS MIRS will print the recruit's name on the meal check.

(6) Magnetic Ink Character Recognition (MICR) line code. The MEPS MIRS will print a MICR line code on the check identifying the appropriation account that will be charged for the meal check cost.

(7) Signature Line. The MEPS MIRS will print a facsimile of the authorized signature of the MEPCOM funds certifying officer on the signature line.

(8) Pay to the Order of: The recruit will print (in ink) the restaurant's name when the meal is purchased.

(9) \$ Value. The recruit will print the numerical value of the actual meal cost (not to exceed \$6.00 or \$16.00) in this block when the meal is purchased. The actual dollar amount will not be higher than the meal check not to exceed \$6.00 or \$16.00 amount.

(10) Dollars. The recruit will print the dollar amount in words when the meal is purchased. At the same time, the recruit will initial the meal check near the dollar box.

g. Meal Check Instructions.

(1) General Instructions. During the transportation briefing, the MEPS travel specialist will inform the recruit on the authorized use of the meal check, the procedures for completing the meal check, their responsibility to use the check for authorized meals, the locations that will accept meal checks, and their responsibility for safeguarding their meal check.

(2) Amount of Meal Checks. The MEPS travel specialist will inform the recruit that he/she is not authorized to write checks for amounts greater than the not to exceed amount of \$6.00 or \$16.00. The recruit will be responsible for any cost greater than the not to exceed amount. The vendors will not give the recruits any change if the cost is less than the not to exceed amount. Chase Manhattan Bank, the bank representing the DOD, will not honor checks exceeding these amounts. The recruit will be informed that it is their responsibility to follow these guidelines to ensure that the vendors are appropriately compensated for honoring the meal checks.

(3) Points of Contact (POC). The MEPS travel specialist will provide the recruit with POCs to call at the MEPS and Military Traffic Management Command (MTMC) for assistance if there are problems using the meal check during travel from the MEPS to the reception station.

(4) Recruit Assistance Program. The Recruit Assistance Program at MTMC is available to provide emergency assistance to recruits traveling from the MEPS to reception stations. Assistance includes providing authorization for a meal using a centrally billed credit card account.

h. Internal Controls. Duties and responsibilities of the MEPS travel specialist in regards to meal check controls and internal controls are outlined in the USMEPCOM Regulation 55-2, HQ USMEPCOM Handbook and User Instruction for Meal Check Issuers at the MEPS, and the

MEPCOM Management Control Evaluation Checklist for Meal Checks. Major controls are as follows:

(1) MEPCOM funds certifying officer will appoint the travel specialist and alternate(s) as disbursement clerks (Cashiers) to be accountable for the issued meal checks.

(2) The Commander or Commander's designated representative must counsel the travel specialist and alternate travel specialist that they are strictly liable to the US for all public funds under their control and they must be provided written and oral instructions on their responsibilities and duties.

(3) The MEPS travel specialist will issue meal checks only to authorized users in the appropriate amount based on the individual travel orders and insure correct appropriation information is used on each meal check.

(4) The MEPS travel specialist will only create a Meal Check in connection with MIRS using proper user identification and assigned password.

(5) The MEPS travel specialist will only print a valid meal check on the authorized check stock using a MICR toner cartridge and dedicated printer. The dedicated printer may not be used for any other purpose.

(6) The travel specialist must verify the accuracy of the meal check. Alterations or erasures are not permitted. If errors are found, a new meal check must be issued. The erroneous meal check will be properly voided by writing "VOID" on the face of the meal check and filed with the daily transaction listing and retained for two years.

(7) The MEPS travel specialist will report any loss of printed meal checks to the immediate supervisor. Manual meal check input requires daily review by the Commander or Commander's designated representative (Operations Officer/Non-Commissioned Officer in Charge). The issuance of meal checks is subject to internal reviews and inspections by HQ USMEPCOM and, as requested, by the Army Audit Agency.

(8) At the end of each day, HQ USMEPCOM will forward through MIRS an electronic file listing all valid meal checks issued for that day at each MEPS to the OASA (FM&C) Army Budget Cell to ensure that paid meal checks are valid issued meal checks.

i. Expiration Date for Meal Checks: Recruits must use meal checks on travel day(s). Vendors will not accept meal checks after the date indicated by "Recruit must use check by (date)".

j. Restrictions. Meal Checks may not be used:

(1) To buy alcoholic beverages.

(2) When travel is by commercial aircraft and passage rates include meal service.

(3) When travel is by privately owned conveyance on a mileage reimbursable basis.

- (4) When an advance allowance of per diem has been received.
- (5) When any portion of travel extends beyond CONUS.
- (6) For payment of a gratuity.

